

To: Bonifaci, Angela[Bonifaci.Angela@epa.gov]; Chang, Lisa[Chang.Lisa@epa.gov]; Rylko, Michael[Rylko.Michael@epa.gov]; Whitaker, Melissa[Whitaker.Melissa@epa.gov]; Zachmann, Bill[Zachmann.Bill@epa.gov]; Richter, Randy[Richter.Randy@epa.gov]; Marshalonis, Dino[Marshalonis.Dino@epa.gov]; Castner, Chris[Castner.Chris@epa.gov]; Dunn, Ann[Dunn.Ann@epa.gov]
From: Bonifacino, Gina
Sent: Mon 10/5/2015 6:30:41 PM
Subject: Our vacation schedules as of 10.5.15
[Puget Sound Team Vacation Schedules 10.5.15 draft.docx](#)

Doh, forgot to attach vacation schedules. I will save this in the G Drive as well.

Gina Bonifacino | Acting Program Manager

Puget Sound Team

US EPA Region 10

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From: Bonifacino, Gina
Sent: Monday, October 05, 2015 11:12 AM
To: Bonifaci, Angela; Chang, Lisa; Rylko, Michael; Whitaker, Melissa; Zachmann, Bill; Richter, Randy; Marshalonis, Dino; Castner, Chris; Dunn, Ann
Subject: Puget Sound Team Meeting Notes 10.5.15

Puget Sound Team Meeting Notes

10.5.15

Actions in yellow

Sally

- CR until December 11 – travel money and grant money – look at work for implementation strategy for Marine Nearshore grant – in Oct
- Travel requests to Sally – mission critical –
- Sally will send out travel needs solicitation to Team.
- ULO reports for end of September – will send out quarterly report. Will start new report for tribal grants
- Bill, Angela, Sally working on pie charts for website.

Lisa

- Lots of things that will move today – tribal RFP went to Bruce Binder last week – Gina is backup while Lisa is out. Comments to me.
- Nisqually tribe – Lisa will send subaward FEATS to Ann – got six FEATS in the last week. Nisqually has a year extension – amendment today.
- NWIFC LO award – had to do two amendments to awards last week.
- What's Upstream
- Stormwater center was looking for references – USGS provided some great references – QA plan to make sure references available –
- Paper on NPS –

Ex. 6 - Personal Privacy

Randy Richter

- Continuing to work through documents – looking online was well as in the library – helping to clear out a few more –

Ex. 6 - Personal Privacy

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Mel

- [redacted] Down to one FEATS needs to turn in today
- [redacted] Announcement is on our website – Charles got this out on Friday – want to also get on PSP website. Dominique – can help.
- [redacted] RFP – has only received five questions – Charles is pushing back.
- [redacted] Mel trying to get close out done - training with Krista
- [redacted] After webinar – post questions and Q/A. Gina will connect with Charles and Mel on this with Lisa’s suggestion to wait until after webinar to update web.

Michael Rylko

- [redacted] Meeting with PSP on Friday – have been communicating their interpretation of our grant process – PSP thinks our SI leads are only going to be admin leads - we think the leads make decisions –
- [redacted] Dan summary from Friday – Sheida and Dennis meeting this afternoon
- [redacted] Wed in Olympia in LO

Ex. 6 - Personal Privacy

Dino

Ex. 6 - Personal Privacy

– working on

WQS work jeopardy in OR related to Cd.

Ann

- [redacted] Not much going on – prepping for new round of FEATS reports. Michael got a new one from PSP last week. Next day or two.
- [redacted] September 30 end of reporting period – end of Oct they are due – POs turn in in Nov.

Gina

- [redacted] Prenotice for Salish Sea Abstracts – encourage grantees – see note from

Angela. Michael will make sure team has request

- Travel – Gina will be picking up where Carrie left on the international travel request. Stay tuned for more info on this.
- Vacation Schedules – See attached
- Upcoming Thursday Meetings
- Meeting this Thurs is cancelled. We will meet on 10.22.15. Topics include final steps in updating PS Project Atlas, Workload Assessment, short update on implementation of new funding model
- Workload chart from Angela
 - We should view this as draft
 - If folks have revisions or questions please send to Angela and copy Gina. Lisa will send out her latest draft to team which has some different items than version Angela sent
 - Ann will send out grants list (without closed out grants), could be a nice addendum to workload chart.
 - With PARS coming up and work in process of shifting, folks can update FY 16' PARS if sure on new roles, otherwise, folks can use the same PARS sheet and update later when permanent manager is in place.
 - Anything on the workload chart that is new and is not in your PARs – appropriate to have a conversation with Peter about this.
 - We may need to better define “lead” in workload chart. Gina will ask Angela to take a cut at this for Team Meeting
- All Staff tomorrow with WQS unit doing presentation on human health criteria, etc. Goodbye to Paula who is going to Grants Unit. Peter will join for introduction and new Human Resource Officer will join. Treats will be served!

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